



## **NOTICE TO PERMIT HOLDER**

It is the responsibility of the permit holder to call for certain required inspections at least 24 hours in advance, except as noted below (Saturdays, Sundays and Holidays not included). Such inspections must be completed before proceeding further on the work affected. This list of call inspections and the agency to be contacted is given for your information and convenience. If any of the work listed is included in your job, you may call the involved inspecting agency for further information. Other inspections may also be necessary. Contact the agency handling your permit for information.

### **REQUIRED INSPECTIONS**

### **AGENCY INVOLVED**

- |   |                       |
|---|-----------------------|
| 1. Soil - (Before concrete pour, with survey stakes, reinforcing steel, form, etc. in place)  | GBI (or S&M)          |
| 2. Plumbing Rough-In (and Final)  | Plumbing              |
| 3. Electrical Rough-In (and Final)  | IBI                   |
| 4. Heating, Ventilation and Air Conditioning Equipment (Before concealing)  | Heating               |
| 5. Fire-Stop (Framing before covering)  | GBI (or S&M)          |
| 6. Insulation   | GBI (or S&M)          |
| 7. Fire Alarm & Fire System Test (2 working day notice required)<br><i>(These tests must be made by all involved agencies of this Department and FPB.<br/>You must call GBI (or S&amp;M) to ensure that the required agencies will be scheduled<br/>at the same time, or a retest will be necessary.)</i> | GBI (or S&M) & Others |
| 8. Standpipe Test (10 day notice required)  | FPB                   |
| 9. Sprinkler and other Fire Suppression System tests, i.e. Halon, Range Hood, etc.<br>(3 working day notice)  | FPB and GBI (or S&M)  |
| 10. Filling and Grading   | GBI (or S&M)          |
| 11. Final - Prior to use and occupancy, and where applicable, issuance of the<br>Certificate of Occupancy. All other inspections to be completed at this time.  | GBI (or S&M)          |

### **PHONE NUMBERS TO CALL**

<b>GB</b>	General Building Inspections	352-3267
<b>S&amp;M</b>	Safety & Maintenance (for existing residential buildings and their accessory structures only)	352-3275
<b>Plumbing</b>		352-3280
<b>Heating</b>		352-3781

*(NOTE: IN THE ABOVE AGENCIES, THE INSPECTORS ARE IN THE OFFICE FROM 7:30 TO 9:00 A.M.)*

<b>IBI</b>	Inspection Bureau, Inc. (Electrical Inspections)	381-6080
<b>FPB</b>	Fire Prevention Bureau	357-7585

IMPORTANT NOTICES: THE APPROVED PLANS MUST BE ON THE JOB SITE FOR THE INSPECTION AND DURING PROGRESS OF WORK (SECTION 1101-31 OBBC). THE PERMIT FOR THE WORK MUST BE POSTED IN A CONSPICUOUS LOCATION IN THE FRONT PART OF THE PREMISES (SECTION 1101-38.3 OBBC).

SEPARATE PERMITS ARE REQUIRED FOR MANY OF THE LISTED AREAS OF WORK ABOVE EVEN THOUGH THE WORK IS SHOWN ON YOUR APPROVED PLANS (SECTION 1101-17.3), I.E. PLUMBING, ELECTRICAL, HVAC, SPRINKLERS, STANDPIPES, FILLING AND GRADING, ETC.

WORKING WITHOUT THE REQUIRED PERMITS WILL RESULT IN INCREASED FEES AND DELAYS.